

ALASKA DEPARTMENT of REVENUE – TREASURY DIVISION

POSITION TITLE: Investment Officer – Fixed Income

LOCATION: Juneau, Alaska

ORGANIZATION:

Portfolio Management in the [Treasury Division](#) of the Alaska Department of Revenue manages \$50 billion in investments for the State's retirement systems and other accounts. Portfolio Management directly invests in fixed income, public equity, and alternative investments including private equity, private credit, and real assets. The group has a long track record of successful investing that positively impacts the lives of Alaska retirees and residents. Portfolio Management career opportunities are a rewarding combination of dynamic capital markets and service to Alaskans.

SCOPE AND RESPONSIBILITIES:

As part of the fixed income investment team, this position supports portfolio managers in analysis, credit research, and reporting. The position is responsible for determining investable cash, monitoring trade operations, and addressing settlement issues. Successful candidates will have career opportunities to grow into direct investment and portfolio management responsibilities.

Principal Duties:

- Portfolio Management and Monitoring
 - Monitor portfolio characteristics: duration, yield curve exposure, sector allocation, etc.
 - Assist in monitoring portfolios for compliance with strategy and guidelines.
 - Prepare reporting and research.
- Trade Processing and Settlement
 - Verify and transmit trade information and monitor pending trades.
 - Resolve potential settlement issues with the custodian bank and trading counterparties.
 - Draft wire instructions and compile supporting documents.
 - Maintain counterparty delivery instructions and appropriate contact information.
- Investable Cash Calculation and Cash Flow Forecast
 - Determine daily investable cash by compiling and reconciling cash flow information.
 - Execute daily cash investment with approved counterparties.
 - Incorporate new cash flow information to maintain the fixed income cash flow forecast.
 - Generate and distribute internal reports to end users.

Required Qualifications:

- Bachelor's degree in Finance, Business, Statistics, or STEM.
- High level of critical thinking and attention to detail.
- Intellectually curious self-starter with an ability to independently research and develop ideas.
- Team orientation with strong communication skills.

Preferred Qualifications:

- Relevant work experience.
- Progress towards an advanced professional designation (e.g., CFA, CAIA, CPA)
- Experience with financial and quantitative software tools.

HOW TO APPLY:

Cover letter, resume, and professional references may be submitted to:

Chief Investment Officer
Treasury Division
P.O. Box 110405
Juneau, AK 99811-0405

Or EMAIL: dor.trs.admin@alaska.gov